



## Southwark Archdiocesan Archive Collecting Policy

### Introduction

The Southwark Archdiocesan Archive is located in Archbishop's House, Southwark. The Archive holds the episcopal and administrative records of the Archdiocese of Southwark from its foundation in 1850.

The Archive aims:

- To be a custodian of the collective memory and identity of the Diocese.
- To identify, gather, preserve and make available records which build a comprehensive picture of the Southwark Archdiocese over time.
- To support the work of the Diocese and be a useful resource for its personnel, administration, parishes and agencies.

The Collecting policy aims:

- To assist the selection and preservation of Diocesan records of permanent administrative, legal, fiscal, and historical value.
- To ensure the consistent and managed growth of the Archive's collections.
- To ensure that the Archives does not collect material that might be better deposited with another repository.

### Collecting Criteria

Southwark Diocesan Archives collects primary source material in all formats which significantly adds to or complements existing collections, or which falls within its collecting criteria, defined as follows:

- Papers, both personal and official, of the Archbishops of Southwark and their office.
- Papers, both personal and official, of the Auxiliary Bishops of Southwark.
- Papers of the Chancery of the Diocese of Southwark.
- Papers from the full range of Diocesan administration, services, departments, commissions and bodies.
- Diocesan Publications.
- Papers relating to the foundation and governance of the Diocese.
- Papers relating to the building, rebuilding and development of St George's Cathedral.
- Clergy personnel records.
- Records or personal papers of individual clergy, religious, and laity who have played an active role in the life of the Diocese.
- Papers detailing Diocesan activities and events.

## ***Exclusions***

Southwark Diocesan Archives does not collect the following material:

- Photocopies or duplicates of material held elsewhere (unless they are appraised to be of particular significance).
- Other organisations' publications.
- Committee papers other than those specified in the archival transfer agreements.
- Parish's own records and sacramental registers.
- Records of non-Diocesan organisations (see 'methods of acquisition' for exceptions).
- Papers of the Metropolitan Tribunal of the Diocese of Southwark are not currently part of the Diocesan Archive.

The Diocesan Archive reserves the right to refuse any item which does not meet the criteria of the collecting policy.

## **Methods and conditions of acquisition**

### ***Methods of acquisition***

Diocesan departments, commissions and bodies each have an agreed transfer programme which ensures that records which are worthy of permanent preservation feed into the Diocesan Archive in a timely and appropriate way.

While the Diocesan Archives does not seek to acquire external collections, it will consider the acquisition of the archives of Catholic organisations and societies that can demonstrate a strong association with the administration of the Diocese of Southwark provided that there is not a more appropriate repository for them.

### ***Diocesan deposits***

Only documents which are judged by the archivist to be of sufficient quality for permanent preservation will be accepted.

Once material has been deposited in the archive it becomes part of the archive collection and cannot be removed by the depositing body.

### ***Non-Diocesan deposits***

Only documents which are judged by the archivist to be of sufficient quality for permanent preservation will be accepted.

The Archive seeks to obtain material deposited by outside bodies as a gift. A permanent loan will also be considered, but the Archives will not take material on a temporary basis or purchase collections. All donations or loans to the archive will be confirmed in writing by a depositor's agreement signed by both parties.

Outside depositing bodies may be asked to consider making a financial contribution to help defray costs of the cataloguing, storage or preservation or to provide a finding aid with their collection.

### ***Selection/deaccessioning policy***

Following deposit, and during the cataloguing process, the Archive shall evaluate and identify for destruction those documents deemed not worthy of permanent preservation. The record transfer form, which depositors are required to complete, sets out conditions for this.

### **Copyright**

The Archive contains documents which are copyright of the Diocese of Southwark and those which are not. Original documents, written or made during the paid or directed work of the Diocese of Southwark, in explicit furtherance of its business, are the copyright of the Diocese (unless a separate agreement has been made with the compiler). Documents outside this remit may not be the copyright of the Diocese. Archive acquisition of documents does not normally alter their copyright status though the Archive may request assignment of copyright to the Diocese of Southwark where possible and appropriate.

### **Accessions Register**

All acquisitions will be recorded in the Accessions Register.

### **Access**

Researchers are most welcome to use the archive by prior arrangement. All readers must register, complete an Archive User Agreement form, and show one form of identification before being granted access to the archive material for the first time.

The collections are currently uncatalogued. However, there is a comprehensive box list of all the holdings which the Archivist can search on a reader's behalf.

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This policy and any related guidelines will be reviewed regularly by the Archivist and the Archives Advisory Council.